



# HUMAN RESOURCES & DEVELOPMENT

## TULARE COUNTY

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### CAREER OPPORTUNITIES

Week of December 18, 2017

A separate application and supplemental application must be completed for each recruitment. Human Resources & Development must receive applications and any other required materials by the filing deadline. Applications must be submitted online at: [www.co.tulare.ca.us/hrd](http://www.co.tulare.ca.us/hrd). Incomplete and late applications will be disqualified. These recruitments will establish employment lists to fill vacancies in departments and locations throughout Tulare County.

#### ACCOUNTANT I

**\$3,797 - \$4,628 Monthly**

**FILING DEADLINE: 01/06/18**

Current vacancy in the Retirement Department. Maintains departmental financial records, accounts, and claims using manual and automated systems, prepare accounting entries for revenue and expenditures, transfer of funds. Requires a Bachelor's degree in accounting or business administration, which included 15 semester hours in accounting.

#### ADMINISTRATIVE SERVICES PROGRAMMER ANALYST I/II

**I: \$5,807 - \$7,077 Monthly**

**FILING DEADLINE: 01/06/18**

**II: \$6,314 - \$7,695 Monthly**

Current vacancy with the Information Communications Technology Department located in Visalia. Vacancy may be filled at the I or the II level. To participate in the initial planning and conducting of advanced, complex programming activities for a County wide electronic data processing system. Requires two years of college with course work in computer programming and mathematics AND **Level I:** one year as a programmer on computers and their operating systems, and two years of experience programming computers using industry standard languages. **II Level** requires two years as a programmer on computers and three years programming computers. Some lead or supervisory experience desirable for II level.

#### ATTORNEY I-V - PUBLIC DEFENDER

**ANNUAL SALARY LISTED BELOW**

**FILING DEADLINE: 12/22/17**

**I-\$58,685-\$71,522; II-\$66,117-\$80,579; III: \$77,111-\$93,977; IV: \$89,898-\$109,562; V(SENIOR): \$97,224-\$118,490**

Immediate and anticipated vacancies with the Public Defender's office in Visalia. Preparing and assisting in criminal defense cases. Requires active membership in the State Bar of California. Please go to [www.co.tulare.ca.us](http://www.co.tulare.ca.us) for full job descriptions and requirements for each level.

#### DIGITAL FORENSIC ANALYST I

**\$4,292 - \$5,231 Monthly**

**FILING DEADLINE: 12/20/17**

Conduct seizures and examinations of electronic media to secure and recover data as evidence. Requires bachelor's degree in computer science or criminal justice AND one (1) year of experience in detecting, recovering, and analyzing data recovered from electronic devices, preferably for the purpose of obtaining evidence in law enforcement investigations OR two year associate's degree in computer science or criminal justice AND three (3) years of experience in detecting, recovering, and analyzing data recovered from electronic devices, preferably for the purpose of obtaining evidence in law enforcement investigations.

#### HEALTH EDUCATION SPECIALIST-BILINGUAL

**\$3,882 - \$4,731 Monthly**

**FILING DEADLINE: 12/23/17**

Plan, supervise and evaluate the work of assigned health support staff; conduct health related educational presentations and work with various outside organizations and programs. Requires a Master's degree in Public or Community Health Education from a program accredited by the American Public Health Association OR Master's degree in Health Education or related field OR Bachelor's degree in Health Education or related field plus two years of related health education experience. Applicants must possess the ability to read, write and speak Spanish as well as in English.

#### HHS UNIT MANAGER I

**\$5,168 - \$6,299 Monthly**

**FILING DEADLINE: 12/20/17**

Develops, monitors and controls administrative, fiscal and programmatic aspects of Agency programs; serves as a program expert in a major community service program area. Requires equivalent to completion of graduation from an accredited college or university with major course work in health or public administration or a closely related field and three years of responsible fiscal, managerial, personnel or governmental administrative work.

#### IT SYSTEMS TECHNICIAN I/II

**I: \$3,647 - \$4,445; II: \$4,236 - \$5,162 Monthly**

**FILING DEADLINE: 01/06/18**

Current vacancy with the Information Communications Technology Department located in Visalia. Performs skilled work in the installation, repair, removal and relocation of a variety of server, infrastructure and data communication equipment. Requires equivalent to completion of the twelfth grade, supplemented by vocational or technical courses in the operation and maintenance of network, telecommunication and electronic communication equipment. **Level I** Two years of experience in the installation, maintenance, troubleshooting, and repair of varied software applications, workstation and server equipment. **Level II** Three years of experience in the installation, maintenance, troubleshooting, and repair of varied software applications, workstation and server equipment.

#### LEGAL SECRETARY I/II/III

**I: \$3,062 - \$3,732 Monthly**

**FILING DEADLINE: 1/1/18**

**II: \$3,225 - \$3,932 Monthly; III: \$3,389 - \$4,131 Monthly**

One current vacancy with the District Attorney's Office in Visalia. Act as secretary to a Legal County department head or assistant department head; prepare comparative workload reports for budgets, annual reports and documentation. Requires equivalent to completion of the twelfth grade AND four years of increasingly responsible clerical and secretarial experience involving frequent contact with the public. **Level III:** supplemented by specialized legal secretarial and/or paralegal and business training including budget preparation and the operation of office automation computer equipment.

#### NUTRITION ASSISTANT I/II SPANISH BILINGUAL

**I: \$2,122 - \$2,586 Monthly**

**FILING DEADLINE: 12/27/17**

**II: \$2,343 - \$2,855 Monthly**

One Vacancy with the Health and Human Services Agency in Tulare. Perform applicant screenings, interview, determine eligibility, enroll, and recertify applicants and participants according to federal, state and local policies. Requires: equivalent to completion of the twelfth grade. **Level II:** Additionally requires one year of experience determining eligibility, assessing dietary risk, and providing nutritional counseling.



# HUMAN RESOURCES & DEVELOPMENT

## TULARE COUNTY

### PRINCIPAL ACCOUNT CLERK

**\$2,743 - \$3,343 Monthly**

**FILING DEADLINE: 12/21/17**

Plan and direct activities necessary to keep accounts and other financial records for a large unit or primary function of a department; prepare accounting reports; analyze and interpret accounts and financial records; maintain accounting records such as general subsidiary ledgers, budget and expenditure, payroll, accounts receivable and payable; supervise and evaluate the work of Senior account clerk staff members; assist with the selection and training of new accounting and clerical personnel.

### REGISTERED VETERINARY TECHNICIAN

**\$2,825 - \$3,443 Monthly**

**FILING DEADLINE: 12/26/17**

One current vacancy with our Animal Care Services Division of the Health and Human Services Agency. Checks and monitors the general health of all shelter animals; receives injured or sick animals brought to the shelter and makes preliminary assessments by observing the behavior and conditions of the animals and monitoring their clinical symptoms. Requires: Possession of a valid and current certification as a Registered Veterinary Technician (RVT) issued by the Veterinary Medical Board of the State of California; complete and pass the department's Humane Euthanasia training course pursuant to Section 2039, Title 16, California code of Regulations, within six (6) months AND one (1) year of experience working with a variety of animals in an animal shelter, kennel or a veterinary office or hospital.

### SELF SUFFICIENCY COUNSELOR I English/Bilingual

**\$2,401 - \$2,926 Monthly**

**FILING DEADLINE: 12/22/18**

Determination of initial and ongoing eligibility for one or more public assistance programs; interview and assess applicants in order to assist them in the completion of an application and declaration forms. Requires the equivalent to completion of the 12<sup>th</sup> AND one (1) year of public contact experience and the ability to conduct an interview; basic math skills; interviewing techniques; record keeping principles. **Recruitment for this position will also be used to fill existing and future vacancies for the Self Sufficiency Support Assistant I position (salary \$2,203 - \$2,685).**

### STOCK CLERK II

**\$2,456 - \$2,994 Monthly**

**FILING DEADLINE: 12/27/17**

One current vacancy with Probation. Receive shipments of supplies, materials, and equipment for stock; compare shipping invoices with quantities received and ordered; check items received for damage and take appropriate steps for their return or credit; calculate unit prices and make extensions determining costs and mark-up based on volume. Requires: equivalent to completion of the twelfth grade and one (1) year of experience in a stock/storeroom or warehouse, storing, shipping and receiving supplies, materials, and/or mail, and keeping a variety of records, such as inventory.

### VICTIM WITNESS WORKER I- BILINGUAL

**\$2,784 - \$3,393 Monthly**

**FILING DEADLINE: 01/01/18**

One current vacancy with the District Attorney, Tulare County Witness Program. Provides victim assistance to a broad base of public and private agencies and County referral agencies; provides initial counsel to victims in complex crisis situations; and assists victims in filing for assistance with the State's Victim of Crime Compensation Program. Requires equivalent to completion of two (2) years of college, including 15 units of criminal law, sociology or a related area, AND two (2) years of increasingly responsible experience in interviewing or obtaining information in fields similar to the criminal justice system. Applicants must possess the ability to read, write and speak Spanish as well as in English.

### PROMOTIONAL RECRUITMENTS

Promotional recruitments are open only to current Tulare County employees with regular or probationary status.

### PROGRAM SPECIALIST II

**\$4,221 - \$5,144 Monthly**

**FILING DEADLINE: 1/2/18**

### CONTINUOUS RECRUITMENTS

Applications for the following positions will be accepted on a continuous basis. These recruitments may **CLOSE AT ANY TIME WITHOUT FURTHER NOTICE**. Qualified applicants will be placed on continuous employment lists and are eligible for consideration for six months.

**ATTORNEY I-IV – CIVIL**

**\$60,548 - \$109,562 Annually**

**DEPUTY DISTRICT ATTORNEY I-IV**

**\$56,412 - \$104,285 Annually**

**EH AG & STANDARDS INSPECTOR AIDE**

**\$12.10 Hourly**

**IT ENTERPRISE CONTENT MANAGEMENT SPECIALIST I/II**

**\$44,901 - \$63,784 Annually**

**PLANNER IV (AT-WILL)**

**\$70,971 - \$86,495 Annually**

**PROBATION CORRECTIONAL OFFICER I**

**\$3,009 - \$3,668 Monthly**

**PROBATION OFFICER I**

**\$3,141 - \$3,821 Monthly**

Additional employment opportunities available with the Sheriff's Department and the Health & Human Services Agency (HHSA). For more information please go to <http://agency.governmentjobs.com/tulare/default.cfm> or contact them directly.

**Tulare County Sheriff's Department**

**Personnel and Training Division**

**5959 S. Mooney Boulevard**

**Visalia, CA 93277**

**Business: (559) 735-1825 or 1-800-757-9907**

**Fax: (559) 737-4682**

**Website: <http://www.tularecounty.ca.gov/sheriff/index.cfm/recruitment>**

*Tulare County does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities.*

**Tulare County Health and Human Services Agency (HHSA)**

**5957 S. Mooney Boulevard**

**Visalia, CA 93277**

**Business: (559) 624-8450**

**Fax: (559) 713-3704**

**Email: [humanres@tularehhsa.org](mailto:humanres@tularehhsa.org)**

**Website: <http://www.tchhsa.org>**

**Human Resources & Development**

**2500 West Burrel, Visalia, CA. 93291 (559) 636-4900**

**APPLY ONLINE AT: [www.co.tulare.ca.us/hrd](http://www.co.tulare.ca.us/hrd)**